



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

October 10, 2008

Mr. Kyle Owens, President
Flight Light, Inc.
3513 La Grande Boulevard
Sacramento, CA 95823

Dear Mr. Owens :

RE: FINAL MONITORING VISIT REPORT for Flight Light – ET07-0171

Date of the Visit:	August 4, 2008
Beginning/Ending Time:	10:30am – 11:00 am
Date of Last Visit:	June 11, 2007
Visit Location:	Sacramento
Persons in attendance:	Kyle Owens, President, Doris Bray, Finance; and Kristie Ohta, Program Analyst of the Employment Training Panel
Action Required:	NO

Term of Agreement:	October 3, 2006 October 2, 2008	Agreement Amount:	\$19,800
Training Start Date:	October 3, 2007	No. to Retain:	15
Date Training must be Completed:	July 1, 2008	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

During the meeting Ms. Ohta, Mr. Owens and Ms. Bray, discussed another ETP proposal for Flight Light. Ms. Ohta advised Mr. Owens and Ms. Bray, that she is happy to work with them on another Agreement, once this project is completely over, and the State of California's budget has passed.

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FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on January 3, 2007 and training began on October 3, 2006. Your staff reported that all training was completed on July 1, 2008, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – October 2, 2008.

ETP approved Agreement Technical Correction 1 on February 28, 2007, which revised the minimum wage requirement from \$15.00 to \$13.00 an hour.

ETP approved Agreement Amendment 2 on August 17, 2007, to add 12 months to the term of his Agreement. The revision was requested due to the high increase of production demands, training was delayed.

- INTERVIEW WITH THE Mr. Owens President and Ms. Doris Bray, Finance**
- What barriers, if any, did your company experience in implementing your ETP project?
None
- What problems, if any, did your company experience with ETP record keeping?
None
- What assistance could ETP have provided that would improve the process for future Contractors? **Nothing. Our analyst was always a phone call or e-mail away, if we needed anything.**
- How did your company benefit from the ETP training? **ETP was a tremendous help! With the funding from ETP, we have been able to provide training that otherwise might not have taken place.**

Ms. Ohta projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 14 (93 percent of planned retentions) trainees for a total reimbursement of \$14,630 (74 percent of the encumbered amount).

Flight Light, Inc. records show that 14 trainees have completed training (93% of planned retentions) and 14 trainees have completed the 90 day retention period (93% of planned retentions). Flight Light projects earnings to be \$14,630 (74% of the encumbered total \$19,800). Current records show that Flight Light has received \$11,272.25 in progress payments, of which \$1,219 has been approved as earned. Ms. Ohta reminded Ms. Bray and Mr. Owens that the closeout invoice should be submitted no later than 30 days after the end term date of the Agreement

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Trainees Started Training:	20	In Retention Period:	12
Dropped Following Enrollment:	6	Completed Retention:	2
Completed Minimum Hours for reimbursement:	14	Awaiting Placement:	- 0 -
Completed Training:	14		

ATTENDANCE ROSTERS:

One hundred percent of rosters have been reviewed, during the term of the Agreement, and meet ETP's Panels; documentation requirements for ETP funded training.

AUDIT:

Flight Light will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions regarding this report, please contact your Program Analyst, Kristie Ohta at 916.327.5586 or kohta@etp.ca.gov within ten (10) days from receipt of this report.

Sincerely,



Ruby Cohen, Manager
Sacramento Regional Office

A handwritten signature in black ink, appearing to read "Kristie Ohta". The signature is fluid and cursive, with the first name "Kristie" written in a larger, more prominent script than the last name "Ohta".

Kristie Ohta, Program Analyst
Sacramento Regional Office

cc: Doris Bray – doris.bray@flightlight.com
Amber Luiz, Assistant Director
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File